



Arkansas Department of Health

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Governor Mike Beebe

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Instructions for H1N1 Tally Reporting

1. Go to the following Arkansas Department of Health (ADH) Internet Applications website: <https://health.arkansas.gov/ADHInternetApps/>
2. Enter the generic User Email address and password –
User Email Address: users@H1N1providers.com
Password: H1N1Vaccine
3. Select H1N1 Provider Information Form from the menu in the left margin.
4. Select **Tally Sheet** (not seasonal tally) from the menu across the **top** of the page. If you are using *Internet Explorer 8* specific compatibility instructions will appear on the screen.
5. Enter your PIN in the blank.
6. Your facility information will appear. You have an opportunity to edit the information at the top of the page. If you choose to edit, click *save* after editing your information. This will bring you back to the tally report.
7. Enter the date, the submitter's first and last names, and total number of doses wasted, if any.
8. In section #1 list a total number of patients in each age group that received H1N1 vaccine from your facility. The first dose column should total the entire number of patients that received vaccine by your facility. If second doses were given, list totals in the second dose column.
9. In section #2 list the total number of patients in each priority group that received H1N1 vaccine from your facility. This will be an overlap of patients from the age groups.
10. In section #3 list the zip code and list the total number of patients from that zip code that received H1N1 vaccine from your facility.
11. Click *Save*.

All tally reporting is due weekly, by FRIDAYS at NOON. Please refer to your provider agreement for additional information.